

APPENDIX E-345 P

OTHER NONRECURRING REQUIREMENTS RECORD

1. PURPOSE

This appendix is applicable to chapter 58 and prescribes procedures for manual review and processing of Other Nonrecurring Requirement Printouts, appendix F-256.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-88, Special Requirement Inquiry Transaction.
- b. Appendix B-95, Other Nonrecurring Requirement Forecast/Deletion Transaction.
- c. Appendix F-256, Other Nonrecurring Requirements Record.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Applicable Commodity Branch/Item Manager (IM) within the Directorate of Supply Operations (DSO).

4. PROCEDURES/INSTRUCTIONS

a. Other Nonrecurring Requirements (excluding SPRs, MAP or Provisioning) will be submitted by the forecaster to the DSCs by message or mail. Upon receipt it will be the responsibility of the IM to manually establish or delete requirement data to or from the Other Nonrecurring Requirement Record.

b. Prior to taking action to add or delete, the IM will determine the validity of the requirement forecast. The IM may obtain a current printout of the file (appendix F-256) by preparing a Special Requirement Inquiry Transaction, appendix B-88, DIC ZR7 and forward to Data Systems. Procedures for preparing the ZR7 document are contained in appendix E-088 P.

c. Upon receipt of the F-256 printout, the IM will review the listing to insure the submission is not a duplicate of another submission and/or to obtain any other information which might be required.

d. Should the submission prove valid, the IM will prepare an Other Nonrecurring Requirement Forecast/Delete Transaction, appendix B-95, DIC ZRG and forward to Data Systems. Processing of the ZRG document will add or delete data from the Other Nonrecurring Requirement Record. Procedures for preparing the ZRG document are outlined in appendix E-095 P.

e. The Other Nonrecurring Requirement Printouts will be disposed of after they have served the purpose for which they were prepared.

5. FLOWCHART

Flowchart not required.